

ELECTRONIC CASE FILES



User Manual

DISTRICT OF MAINE

(6/28/05)

Latest version available at <http://www.med.uscourts.gov/ecf.htm>

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PREFACE

Effective October 1, 2003, all documents submitted for filing in civil and criminal cases commenced on or after January 1, 2003, except those documents specifically exempted, shall be filed either electronically using the Electronic Case Filing System (ECF) or on a properly labeled 3.5" floppy or compact disk in portable document format (PDF) so that the document can be added to the electronic case file.

The Clerk's Office will not maintain a paper court file in any civil or criminal case commenced after October 1, 2003, except as provided in the Administrative Procedures Governing Electronic Filing. The official court record shall be the electronic file maintained on the Court's servers together with any paper attachments and exhibits filed in accordance with those procedures.

All documents filed by electronic means must comply with technical standards, if any, established by the Judicial Conference of the United States or by this Court.

An attorney may apply to the Court for permission to file paper documents.

Counsel who have registered on the ECF system will receive an electronic notification of filing (NEF) for all filings, including filings made in cases filed prior to 2003. However, all NEFs pertaining to pre-2003 cases will not include the link to the document and counsel must remember that the service and filing of pleadings in those cases must continue to be made on paper in the traditional manner with an original signature.

GETTING STARTED

Introduction

This manual provides procedures and instructions for using the Electronic Case Files (ECF) system to file documents with the Court or to view and retrieve docket sheets and documents for all civil, criminal and miscellaneous cases in the system. A Filing User should have a working knowledge of an ECF-compatible web browser and Adobe Acrobat or equivalent software for creating and reading Portable Document Files (PDF).

Definitions

- A. “Electronic Filing” is the process of uploading a document from the registered user’s computer, using the court’s Internet-based Electronic Case Files (ECF) system to file the document in the court’s case file. The ECF system only accepts documents in a portable document format (PDF). Although there are two types of PDF documents – electronically converted PDF’s and scanned imaged, **only electronically converted PDF’s may be filed with the court using the ECF System**, unless otherwise authorized by local rule or order.
- B. “Filing User” is an individual who has a court-issued login and password to file documents electronically.
- C. “Notice of Electronic Filing” is a notice automatically generated by the Electronic Filing System at the time a document is filed with the system, setting forth the time of filing, the name of the party and attorney filing the document, the type of document, the text of the docket entry, the name of the party and/or attorney receiving the notice, and electronic links (hyperlinks) to the filed document and the docket report.
- D. “PACER” (Public Access to Court Electronic Records) is an automated system that allows an individual to view, print and download court docket information over the Internet.
- E. “PDF” refers to Portable Document Format. There are two types of PDF documents:
 - *ELECTRONICALLY CONVERTED* PDF documents, which are created from word processing documents (MS Word, WordPerfect, etc) using Adobe Acrobat or similar software and,
 - *SCANNED IMAGE* PDF documents, which are produced using an optical scanner.

Electronically converted PDF documents are text searchable and their file size is small. Scanned image PDF documents are created from paper documents run through an optical scanner. Scanned image PDF’s are not searchable and have a large file size.

Hardware and Software Requirements

The hardware and software needed to electronically file, view and retrieve case documents are the following:

- A personal computer running a standard platform such as Windows or Macintosh.
- Internet access.
- Netscape Navigator software version 4.5, 4.7, 4.76, and 7.NN or Internet Explorer software version 5.5* and 6.NN.
- Software, such as Adobe Acrobat Writer or pdfFactory, to convert documents from a word processor format to portable document format (PDF).

A scanner is helpful, but not necessary, when filing electronically. Use a scanner **ONLY** if you cannot electronically prepare your documents with a word processing software package and convert them to PDF format. When scanning documents for ECF, scan at a resolution of 200 to 250 dpi. All documents should be scanned with a "black and white" setting.

DO NOT USE America On-Line's version of Netscape Navigator, a version of Netscape Navigator lower than 4.5 or a version of Internet Explorer lower than version 5.5.

REGISTRATION

An attorney must register with both PACER and ECF in order to be a Filing User and use other features of CM/ECF.

ECF Registration

Attorneys admitted to the bar of this court, including visiting attorneys, shall register as filing users of the court's ECF system prior to filing any pleadings. Registration shall be on an Attorney Registration Form, a copy of which is available on the Court's [website](#).

Completed registration forms should be mailed to:

Office of the Clerk
United States District Court
Attn: ECF Attorney Registration
156 Federal Street
Portland, Maine 04101

Once an account has been established, your login and password will be sent to you by the Clerk's Office by e-mail.

A non-prisoner who is a party to a civil action and who is not represented by an attorney may register as a filing user in the ECF system. If during the course of the action the person retains an attorney who appears on the person's behalf, the Clerk's Office shall terminate the person's registration upon the attorney's appearance.

A registered user shall not allow another person to file a document using the user's log-in and password, except for an authorized agent of the filing user. Use of a user's log-in and password by a staff member shall be deemed to be the act of the registered user.

Registration constitutes consent to service of all documents by electronic means.

PACER Registration

ECF users must have a PACER account in order to use the Query and Report features of the ECF system. If you do not have a PACER login, contact the PACER Service Center at (800) 676-6856 or (210) 301-6440 to establish an account. Or, you may register for PACER online at <http://pacer.psc.uscourts.gov>.

PACER Fees

Access to web based documents and reports (except transcripts) via the ECF/PACER system will generate a \$.08 per page charge with a cost ceiling of \$2.40 per document. Transcripts are exempt from the cost ceiling of \$2.40 per document. Access to transcripts will generate a \$.08 per page charge for the exact number of pages within the document. Please note that “one free look” does not apply for access to transcripts via the Notice of Electronic Filing.

The free look period for accessing documents via the Notice of Electronic Filing is fifteen days.

THE ECF SYSTEM

Excerpts from the Administrative Procedures Governing ECF

ECF System Capabilities

A Filing User with a PACER account, an ECF-compatible web browser, Adobe Acrobat or equivalent software, and access to the Internet can use the court's ECF system to perform the following functions:

- Access the court's web page;
- View, print or download the most recent version of the ECF User Manual;
- Electronically file pleadings and documents in actual ("live") cases;
- View official docket sheets and other documents associated with cases and;
- View various reports.

Electronic Filing

Electronic transmission of a document to the ECF system, together with the transmission of a Notice of Electronic Filing (NEF) from the court, constitutes filing of the document for all purposes of the Federal Rules of Civil Procedure and constitutes entry of the document on the docket maintained by the Clerk pursuant to Fed.R.Civ.P.58, Fed.R.Civ.P.79 and ed.R.Crim.P.55.

A document filed electronically shall be deemed filed at the time and date stated on the Notice of Electronic Filing received from the court.

All pleadings filed electronically shall be titled in accordance with the approved dictionary of civil or criminal events of the ECF system of this court.

Service of Documents by Electronic Means

Whenever a pleading or other document is filed electronically, the ECF system will automatically generate and send a Notice of Electronic Filing (NEF) to the filing user and registered users of record. The user filing the document should retain a paper or digital copy of the NEF, which shall serve as the court's date stamp and proof of filing.

Transmission of the NEF shall constitute service of the filed document and shall be deemed to satisfy the requirements of Fed.R.Civ.P.5(b)(2)(D), Fed.R.Civ.P.77(d) and Fed.R.Crim.P.49(b).

All documents filed using the ECF system shall include a certificate of service stating that the document has been filed electronically and that it is available for viewing and downloading from the ECF system. The certificate of service must identify the manner in which the service on each party was accomplished. A sample certificate of service form is attached as Form A.

Attorneys who have not yet registered as users with ECF and pro se litigants who have not registered with ECF shall be served a paper copy of any electronically filed pleading or other document in accordance with the provisions of Fed.R.Civ.P.5.

Service by electronic means shall be treated the same as service by mail for the purpose of adding three (3) days to the prescribed period to respond.

Special Filing Requirements

- 1) The following documents **shall be filed only on paper**:
 - (A) Motions to file documents under seal and documents filed under seal;
 - (B) Administrative records in social security cases and in other administrative review proceedings;
 - (C) The state court record and other Rule 5 materials in habeas corpus cases filed in 28 U.S.C. §2254 proceedings;
 - (D) Ex parte motions and applications; and
 - (E) Pretrial hearing and trial exhibits.
- 2) The following documents **shall be filed on paper**, which **may also be scanned** into ECF by the Clerk's Office:
 - (A) All handwritten pleadings;
 - (B) All pleadings and documents filed by pro se litigants who are incarcerated or who are not registered filing users in ECF;
 - (C) The charging document in a criminal case, such as the complaint, indictment, and information, as well as the criminal synopsis form;
 - (D) Affidavits for search and arrest warrants and related papers;
 - (E) Fed.R.Crim.P.20 and Fed.R.Crim.P.40 papers received from another court;
 - (F) Any pleading or document in a criminal case containing the signature of a defendant, such as a waiver of indictment or plea agreement; and
 - (G) Petitions for violations of supervised release.
- 3) The following documents may be scanned by counsel and filed using ECF, or filed on paper:
 - (A) Rule 4 executed service of process documents;
 - (B) Attachments to filings (See subsection (j)); and
 - (C) The state court record filed in 28 U.S.C. § 1446 removal proceedings.

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- 4) The following documents may be received by the Clerk's Office in criminal cases, but are not filed, electronically or otherwise, unless ordered by the Court:

- (A) Pretrial service reports;
- (B) Appearance bonds;
- (C) Psychiatric and psychological reports;
- (D) Pre-sentencing reports and other papers submitted prior to sentencing;
and
- (E) Letters from defendants

Signatures

Attorneys. The user log-in and password required to submit documents to the ECF system shall serve as that user's signature for purposes of Fed.R.Civ.P.11 and for all other purposes under the Federal Rules of Civil Procedure and the Local Rules of this Court. All electronically filed documents must include a signature block and must set forth the attorney's name, address, telephone number and e-mail address. The name of the ECF user under whose log-in and password the document is submitted must be preceded by a "/s/" and typed in the space where the signature would otherwise appear.

Multiple Signatures. The filer of any document requiring more than one signature (e.g., pleadings filed by visiting lawyers, stipulations, joint status reports) must list thereon all the names of other signatories by means of a "/s/" _____ block for each. By submitting such a document, the filing attorney certifies that each of the other signatories has expressly agreed to the form and substance of the document and that the filing attorney has their actual authority to submit the document electronically. The filing attorney shall retain any records evidencing this concurrence for future production, if necessary, until two (2) years after the expiration of the time for filing a timely appeal. A non-filing signatory or party who disputes the authenticity of an electronically filed document containing multiple signatures must file an objection to the document within ten days of the date on the Notice of Electronic Filing.

Affidavits. Except as provided in subsection (g)(2)(E), affidavits shall be filed electronically; however, the electronically filed version must contain a "/s/_____" block indicating that the paper document bears an original signature. The filing attorney shall retain the original for future production, if necessary, for two (2) years after the expiration of the time for filing a timely appeal.

Deadlines

Filing documents electronically does not in any way alter any filing deadlines. All electronic transmissions of documents must be completed prior to midnight, Eastern Time, in order to be considered timely filed that day. Where a specific time of day deadline is set by Court order or stipulation, the electronic filing must be completed by that time.

Orders and Judgments

Proposed orders shall not be filed unless requested by the Court. When requested by the Court, proposed orders shall be filed by e-mail in word processing format

A judge, or any authorized member of the court staff, may grant routine orders by a text-only entry upon the docket. In such cases, no PDF document will issue; the text-only entry shall constitute the court's only order on the matter and counsel will receive a system generated NEF.

Documents Filed in Error

A document incorrectly filed in a case may result from (a) posting the wrong PDF file to a docket entry; (b) selecting the wrong document type from the menu; or (c) entering the wrong case number and not discovering the error before completing the transaction.

To request a correction telephone the [Help Desk](#) as soon as the error is discovered. You will need to provide the case and document number for the document requiring correction. If appropriate, the Court will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document. The ECF system does not permit you to change a misfiled document or incorrect docket entry after the transaction has been accepted.

Technical Failures

A filing user whose filing is made untimely as the result of a technical failure may seek appropriate relief from the Court.

The initial point of contact for any Filing User experiencing technical difficulty filing a document electronically shall be the court's ECF Help Desk at the numbers listed in this manual.

Public Access

The public may review at the Clerk's Office all filings that have not been sealed. Except for social security cases, the public may access civil filings made after January 1, 2003 and criminal filings made after November 1, 2004 in ECF at the court's Internet site (www.med.uscourts.gov) by obtaining a PACER log-in and password. Access to documents filed in social security cases shall be restricted to the attorneys of record.

Privacy

In compliance with the policy of the Judicial Conference of the United States and in order to address the privacy concerns created by Internet access to court documents, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all documents filed with the court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the Court:

- 1) Minors' names: Use of the minors' initials only;
- 2) Social security numbers: Use of the last four numbers only;
- 3) Dates of birth: Use of the year of birth only;
- 4) Financial account numbers: Identify the type of account and the financial institution, but use only the last four numbers of the account number; and
- 5) Home addresses: Use the city and state only.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers listed above may file an unredacted document under seal, which shall be retained as part of the record, or, may file a reference list under seal. The reference list shall contain the complete personal data identifiers and the redacted identifiers used in their place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete identifier. The reference list must be filed under seal, and may be amended as of right. It shall be retained by the court as part of the record.

The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk will not review filings for compliance with this rule.

Sealed Documents

Sealed documents and motions to seal such documents are to be filed in accordance with the existing practices and procedures for conventional filing.

Transcripts

Proceedings of this Court. A transcript of a proceeding of this court shall be filed electronically using ECF or on a properly labeled 3.5" floppy or compact disk in PDF.

Transcripts from other Courts. A transcript of a proceeding of another court shall be filed electronically in PDF, if so available, otherwise on paper.

Depositions. Depositions, other than those to be used at trial, shall be filed electronically using ECF or on either a 3.5" floppy disk or compact disk in PDF, unless otherwise permitted by the Court. Depositions to be used at trial should be filed in paper.

PORTABLE DOCUMENT FORMAT (PDF)

Only electronically converted PDF (Portable Document Format) **documents** may be filed with the court using the ECF system, unless otherwise specified by Local Rule or Order. Users must therefore install a PDF reader, such as Adobe's Acrobat Reader, if they wish to view documents via the ECF system. Users must install a PDF converter, such as Adobe Acrobat, if they wish to file documents via the ECF system. Before sending the document to the court, users should review the PDF formatted document to ensure that it appears in its entirety and in the proper format.

There are two types of PDF documents – electronically converted PDF documents and scanned image PDF documents.

Electronically converted PDF documents are created from word processing documents (MS Word, WordPerfect, etc) using Adobe Acrobat or similar software. They are text searchable and their file size is small.

Scanned image PDF documents are created from paper documents run through an optical scanner. Scanned image PDF's are not searchable and have a large file size.

Note: No PDF document filed via the ECF system shall exceed 4 MB in size.

How to Convert Documents to PDF Format

You must convert all of your documents from their native word processing application to PDF format using Adobe Acrobat or a similar conversion program before submitting them to the court through its ECF system.

For WordPerfect:

Version 6.1, 7 and 8

Open the document to be converted.

Select the **Print** option in the dialog box and select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.

Select your PDF Writer

"Print" the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.

Name the file, giving the extension **.PDF**.

Accept the option and the file is converted to a PDF document.

Version 9 or Above

Use above method or:

Open the document to be converted.

Click on the **File** menu and select, **Publish to PDF**.

Save the file as a PDF file, giving it a .PDF extension.

The file is now in PDF format under the newly designated name, and the original document remains in its original form under the original name.

For Microsoft Word:

Version 95, 97, or 2000

Open the document to be converted.

Click on the **File** menu and select, **Create PDF**.

Save the file as a PDF file, giving it a .PDF extension.

The file is now in PDF format under the newly designated name, and the original document remains in its original form under the original name.

Version 2002 (Office XP)

Open the document to be converted.

Click on the Create Adobe PDF button on the toolbar.

Save the file as a PDF file, giving it a .PDF extension.

The file is now in PDF format under the newly designated name, and the original document remains in its original form under the original name.

Other word processing programs:

Open the document to be converted.

Select the **Print** option in the dialog box and select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.

Select your PDF Writer

"Print" the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.

Name the file, giving the extension **.PDF**.

Accept the option and the file is converted to a PDF document.

Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to PDF Writer, and follow the directions above.

How to View a PDF File using Adobe Acrobat Viewer

- Start the Adobe Acrobat program.
- Go to the **File** menu and choose **Open**.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Adobe Acrobat loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the View menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

ECF TRAINING

The following ECF training is available:

Training classes conducted by the Clerk's Office at both the Bangor and Portland Courthouses. Training schedules are available on the Court's [web site](#) or by calling the Clerk's Office;

On-site training for nine or more participants at a law office can be arranged by contacting the Clerk's Office; and

ECF Tutorial - Computer Based video demonstration available on CD-ROM.

To register for class training or arrange on-site training contact the following court personnel:

Bangor - Michele Hodgins (207-945-0575 ext 3226 or toll free 1-866-820-5315 ext 3226)

Portland – Robert Guptill (207-780-3356 ext 2210 or toll free 1-666-540-3017 ext 2210)

HELP DESK

The Court's Help Desk will be available Monday through Friday, if you need assistance using ECF.

Help Desk -- Bangor 1-207-945-0575 ext. 1 or 1-866-820-5315 ext. 1 (toll free)

Help Desk -- Portland 1-207-780-3356 ext. 1 or 1-866-540-3017 ext. 1 (toll free)

or

E-mail -- ecfhelp@med.uscourts.gov

A STEP-BY-STEP GUIDE

Below is a step-by-step guide for entering the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. We suggest that you make use of the Court's training materials posted on the website before trying to actually file a document.

User Interactions

There are three general types of user interactions employed in ECF:

- Entering information in data fields;
- Using command buttons to direct system activities; and
- Clicking on hyperlinks.

Conventions used in this Manual:

- Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>.
- Command buttons are represented in this manual in **[bracketed boldface type]**.
- Hyperlinks are represented in **underlined boldface type**.

How to Access the System

Users can get into the system via the Internet by going to the website located at:

<https://ecf.med.uscourts.gov>

Or, you may go to the District of Maine's Web site at <http://www.med.uscourts.gov> and click on the **CM/ECF** hyperlink.

Logging In

The screen below is the **Login** screen.

The screenshot shows a web browser window titled "SDSD District Version 1.0 - login - Microsoft Internet Explorer provided by USDC - Maine". The address bar shows the URL "https://ecf-test.mec.uscourts.gov/cgi-bin/login.pl". The page content includes a "Notice" section stating it is a restricted web site for official court business, an "Instructions" section explaining login procedures and access fees, and an "Authentication" section with input fields for "Login:", "Password:", and "client code:". Below these fields are "Login" and "Clear" buttons. A footer note mentions compatibility with Netscape 4.7x, 7.0x, and Internet Explorer 5.5 and 6.0.

ECF/PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.08 per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

client code:

CM/ECF has been tested and works correctly with Netscape 4.7x and 7.0x, and Internet Explorer 5.5 and 6.0

Enter your ECF Login and Password in the appropriate data entry fields. All ECF login names and passwords are case sensitive.

Note: Use your **ECF** login and password if you are entering the system to file a pleading or to maintain your account. If you only wish to enter ECF to query the database for case information or to view a document, enter your **PACER** login and password.

Verify that you have entered your ECF login and password correctly. If an error is made before you have submitted the screen, click on the **[Clear]** button to erase the Login and Password entries and re-enter the correct information. After you enter the correct login and password information, click on the **[Login]** button to transmit your user information to the ECF system.

If the ECF system does not recognize your login and password, it will display the following error message on a new screen:

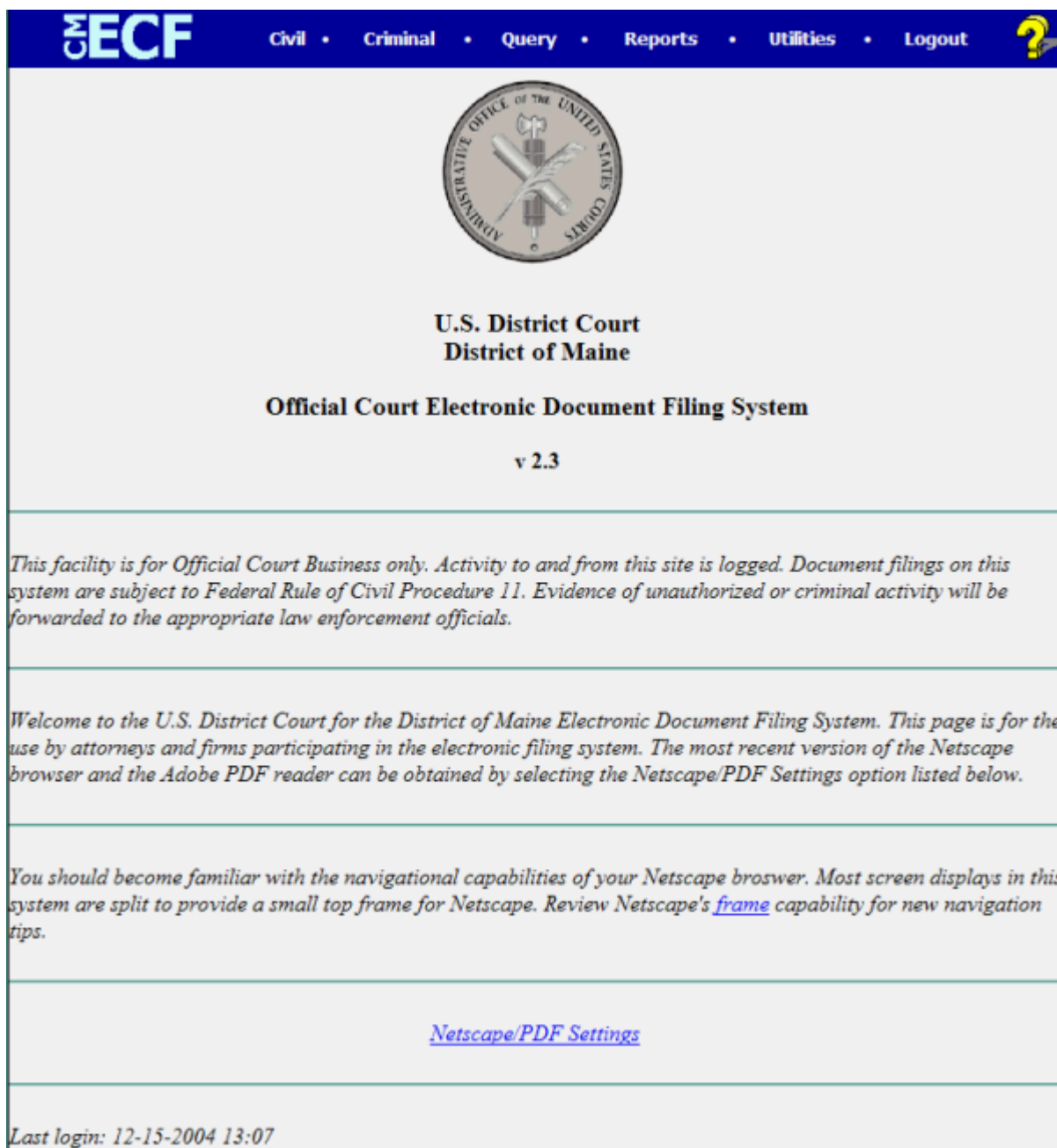
Login failed either your login name or key is incorrect

Click on the **[Back]** button in your browser and re-enter your correct login and password.

The entry of a valid login ID/password combination prompts the system to display the **Main Menu**.

Select the Appropriate ECF Feature on the Menu Bar

The screen below is the **Main Menu** screen.



Note: The date ***you last logged into the system*** appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please change your password as soon as possible.






ECF provides the following features that are accessible from the Blue menu bar at the top of the opening screen.


- Civil** - Select **Civil** to electronically file pleadings and other documents in civil or miscellaneous cases. Be sure to select case type “cv” for civil filings and “mc” for miscellaneous filings.
- Criminal** - Select **Criminal** to electronically file pleadings and other documents in criminal or magistrate cases. Be sure to select case type “cr” for criminal filings, “mj” for magistrate filings, and “po” for petty offense filings.
- Query** - Select **Query** to obtain information by specific case number, party name, or nature of suit. You must login to **PACER** before you can query ECF.
- Reports** - Select **Reports** to retrieve docket sheets and cases-filed reports, as well as a listing of civil and criminal events. You must login to **PACER** before you can view certain ECF reports.
- Utilities** - Select **Utilities** to maintain your account, view all the transactions ECF has processed with your login and password, view mailing information for a case, and/or verify a document.
- Logout** - Select **Logout** to exit from ECF and prevent any further filing with your password until the next time you log in.

General Rules

Manipulating the Screens

Each screen has the following two buttons:  and .

The  button clears all characters entered in the box(es) on that screen.

The  or Submit button accept the entry just made and displays the next entry screen, if any.

Correcting a Mistake:



Use the **[Back]** button on the Netscape or Internet Explorer toolbar to go back and correct an entry made on a previous screen. However, once the document is transmitted to the court, only the Court can make changes or corrections.

Filing a Case Opening Document in a Civil Action

Civil case opening documents, such as a complaint, petition, or notice of removal, together with a summons and civil cover sheet, shall be filed either by e-mail in PDF or on a properly labeled 3.5" floppy or compact disk in PDF, so that the documents can be added to ECF. Note: no individual PDF document shall exceed 4 MB in size. (Filing fees can be paid by a credit card if the filing attorney has previously submitted a completed ECF Blanket Authorization form).



A disk label must contain: The name, e-mail address and telephone number of the filer (i.e. attorney);

- The name of the filing party;
- The type of document(s) being filed (i.e. complaint); and
- The number of documents contained on the disk.

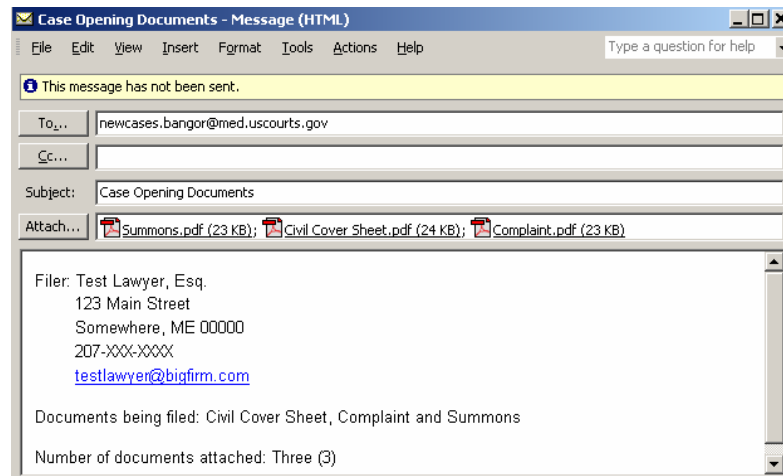
E-mail for Bangor cases shall be sent to newcases.bangor@med.uscourts.gov

E-mail for Portland cases shall be sent to newcases.portland@med.uscourts.gov

While the District of Maine has no limit on the size or number of email attachments that its email server can receive, the restrictions that many internet mail servers may have make it practical to limit the size of attachments so that the entire email does not exceed 4 Mega Bytes (MB) in size (*Please remember that no individual PDF document may exceed 4 MB in size.*). Exceeding this limit may result in delivery failure. In the event that the number of email attachments exceeds 4MB, consider sending the attachments over the course of several email messages in order to avoid a delivery failure.

An e-mail filing must contain in the body of the e-mail message:

- The name, email address and telephone number of the filer(i.e. attorney);
- The type of document(s) being filed; and
- The number of pdf documents attached to the email message.



A party may not electronically serve a complaint but shall effect service in the manner in accordance with Fed.R.Civ.P.4.

Summons

The following describes the summons process in ECF.

1. The filing user must obtain a summons form from the Court's website.
2. The filing user will fill in the appropriate information on the summons form and file it in PDF format, either on disk or via email, together with the complaint.
3. The Clerk's Office will imprint the seal of the court and the Clerk's signature on the summons and issue the summons electronically to counsel.
4. A party may not electronically serve a civil complaint but shall print the embossed summons and effect service in the manner in accordance with Fed.R.Civ.P.4.

Note: The Summons process described above is valid for all Summonses, even those submitted after the complaint or other initiating document.

Filing Documents in ECF

After logging in, there are eleven basic steps involved in e-filing a document:

Select the Case Type from the blue menu bar at the top of your screen (Civil or Criminal).

Select the type of document to file (e.g. motion, etc.).

Enter the Case Number in which the document is to be filed.

Select the Defendant (in criminal filings only)

Select the parties for whom the pleading or document is being filed.

Select the PDF document to be filed.

Add attachments, if any, to the document being filed.

Modify docket text as necessary.

Submit the document to ECF.

Retain Notification of Electronic Filing (NEF).

Mail paper copies of pleading to any non-registered party.

For purposes of describing the Electronic Filing process and the ECF screens, this section of the User Manual describes the process for filing a Civil Motion in ECF.

After successfully logging into ECF, follow these steps to file a pleading.

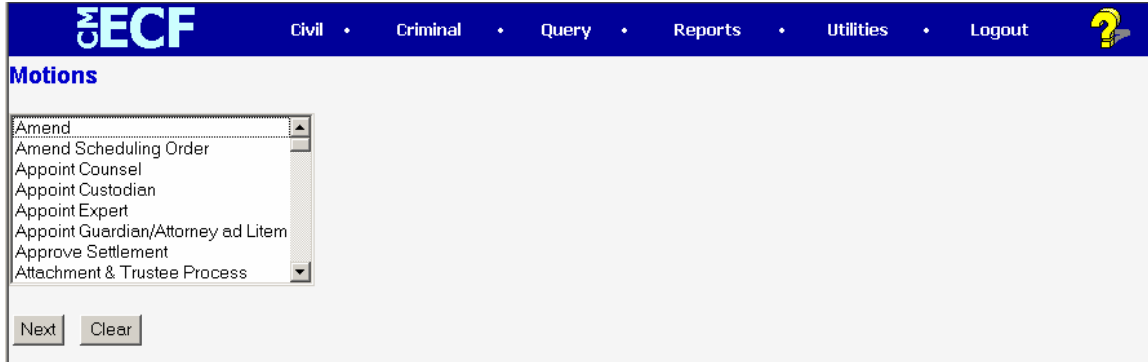


1. Select the Case Type

Select **Civil** from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing. This section of the User Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.

2. Select the Type of Document to File.

Click on **Motions**, under Motions and Related Filings



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar is a section titled "Motions". In this section, there is a dropdown menu that is currently open, displaying a list of motion types: Amend, Amend Scheduling Order, Appoint Counsel, Appoint Custodian, Appoint Expert, Appoint Guardian/Attorney ad Litem, Approve Settlement, and Attachment & Trustee Process. Below the dropdown menu are two buttons: "Next" and "Clear".

The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file. If the type of motion you are filing is not listed, you may select **Miscellaneous Relief¹** and text in the type of motion.

Note: To select more than one motion, press and hold down the **Ctrl** key, and click on each of the desired multiple forms of relief.



This screenshot shows the same ECF "Motions" screen as the previous one, but with a different selection in the dropdown menu. The dropdown menu is still open, and "Preliminary Injunction" is now highlighted in blue. The other options in the list are: Judgment as a Matter of Law, Leave to File, Miscellaneous Relief, New Trial, Order, Partial Summary Judgment, and Permanent Injunction. The "Next" and "Clear" buttons remain at the bottom of the dropdown menu.

For demonstration purposes, highlight **Preliminary Injunction** and click on **[Next]**.

Note: A Filing User who wishes to file a document other than a motion or application should make the appropriate selection from the Civil Events menu. The process for other filings is very similar to what has been described in this manual for filing a motion.

3. Enter the Case Number in which the Document is to be Filed.

A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion.

If the number is entered incorrectly, click the [Clear] button to re-enter the case number, then click the [Next] button.

The case number can be entered in two different formats.

- a) If the entire case number is known it may be entered in the format
<office>:<case year>-<case type>-<case number> (i.e. 1:03-cv-33) where:

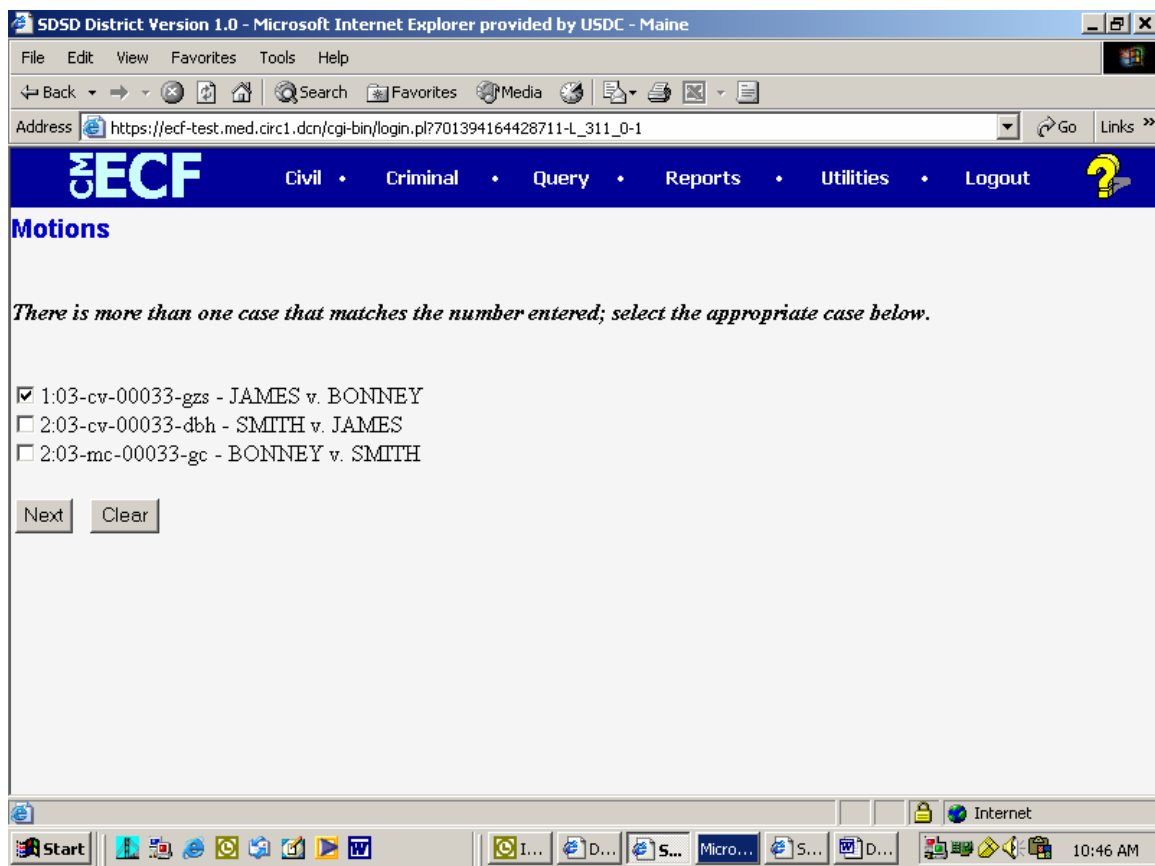
Office = 1: Bangor cases
 2: Portland cases

Case Type = cv-civil cases
 mc-miscellaneous cases
 cr-criminal cases
 mj-magistrate cases
 po-petty offense cases

The screenshot shows the ECF Motions screen. The top navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, and Logout, along with a help icon. The main heading is 'Motions'. Below this, there is a 'Case Number' label and a text input field containing '1:03-cv-33'. The input field and the text below it are highlighted in yellow. The text below the field reads: '99-12345, 1-99-cv-12345, 1-99-cv-12345, 99cv12345, or 1-99cv12345'. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

- b) Enter the case year–case number (i.e. 03-33). The system may identify more than one case with that number. Select the appropriate case by clicking on the box next to the case number.

This screenshot is similar to the one above, showing the ECF Motions screen. The 'Case Number' input field now contains '03-33'. The text below the field remains the same: '99-12345, 1-99-cv-12345, 1-99-cv-12345, 99cv12345, or 1-99cv12345'. The 'Next' and 'Clear' buttons are still present at the bottom.



If the computer prompts that you entered an invalid case number, click on the **[Back]** button to re-enter. When the case number is correct, click the **[Next]** button.



4. Select the Defendant (in criminal cases only).

Very Important: If there is more than one defendant in the case, the system will display a Select Defendant screen. Select the defendant for whom the motion applies. The Defendant for whom the motion applies may not necessarily be the same as the filer of the motion. For example, in a multi-defendant case, the Government may file a motion for a psychiatric examination as to one of the defendants.



The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with the CM/ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Motions". The main content area has the instruction "Make appropriate selections". There are two checkboxes: the first is checked and labeled "1:33-cr-00033-gzs-1 - JESSE JAMES", and the second is unchecked and labeled "1:33-cr-00033-gzs-2 - WILLIAM BONNEY". Below these is an unchecked checkbox labeled "All defendants". At the bottom of the selection area are two buttons: "Next" and "Clear".

Click **Next**

5. Select the Party(s) for whom the Document is being Filed.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout, along with a yellow question mark icon. Below the navigation bar, the page title is 'Motions' and the case number is '1:03-cv-00033-gzs JAMES v. BONNEY'. The main section is titled 'Select the filer.' and contains a 'Select the Party:' label. Below this is a list box containing two entries: 'BONNEY, WILLIAM [Defendant]' and 'JAMES, JESSE [Plaintiff]'. To the right of the list box is a link that says 'Add/Create New Party'. At the bottom of the list box are two buttons: 'Next' and 'Clear'.

Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs you may select the entire group by holding down the control key while pointing and clicking on each party of the group.

After highlighting the parties to the motion, click on the **[Next]** button.

Note: If your party does not appear, see the section of this manual titled **Add/Create New Party**.

6. Select the PDF Document to be Filed.

ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.

Note: It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. Each document that you intend to file **MUST** be in **PDF** format with a **.PDF** extension. Otherwise, ECF will not accept the document.

MECF Civil • Criminal • Query • Reports • Utilities • Logout ?

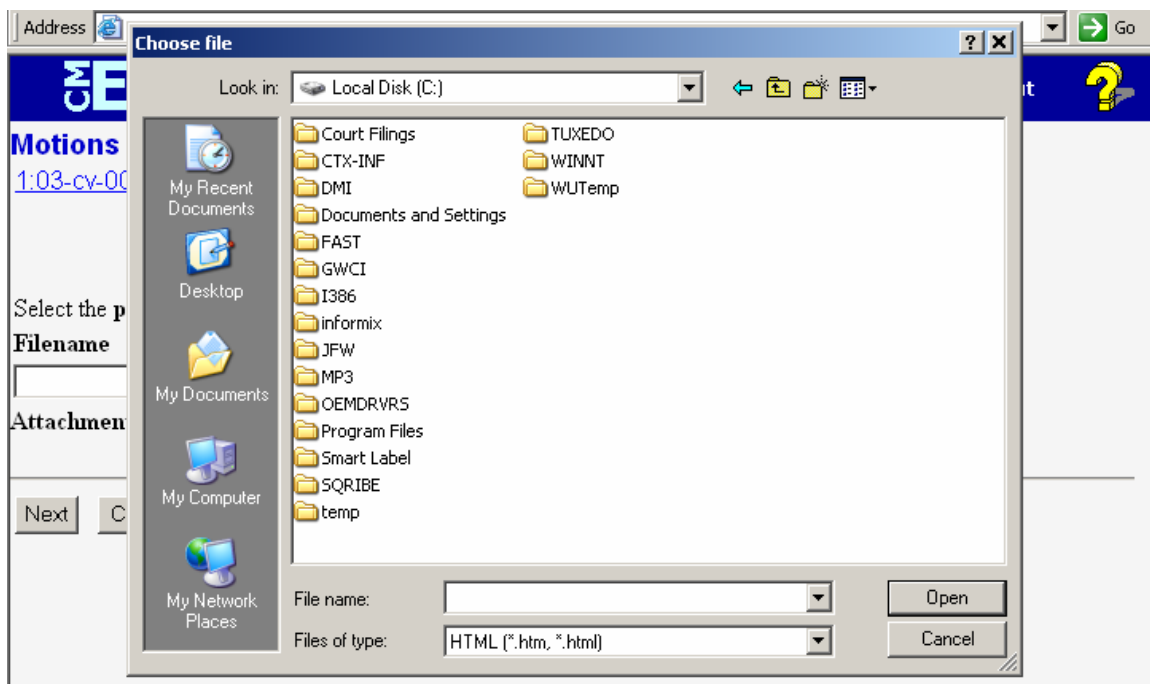
Motions
[1:03-cv-00033-gzs JAMES v. BONNEY](#)

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

Click on the **[Browse]** button.



Change the **Files of type** from:

Files of type:

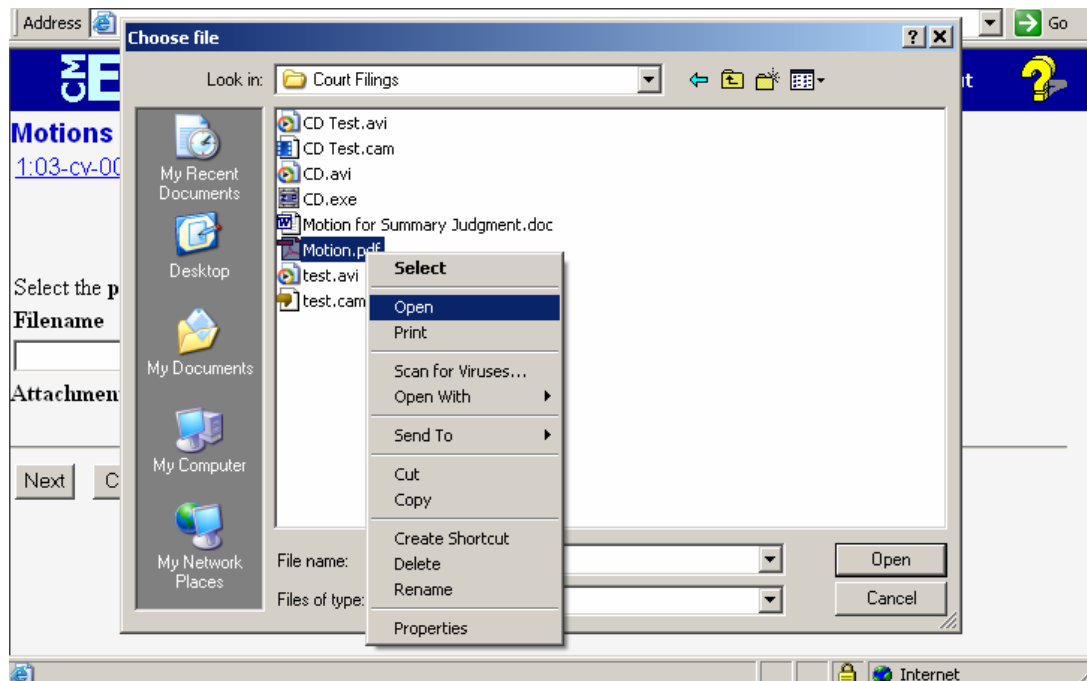
to:

Files of type:

Navigate to the appropriate directory and file name to select the PDF document you wish to file.

Highlight the file to upload to ECF.

Note: In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.

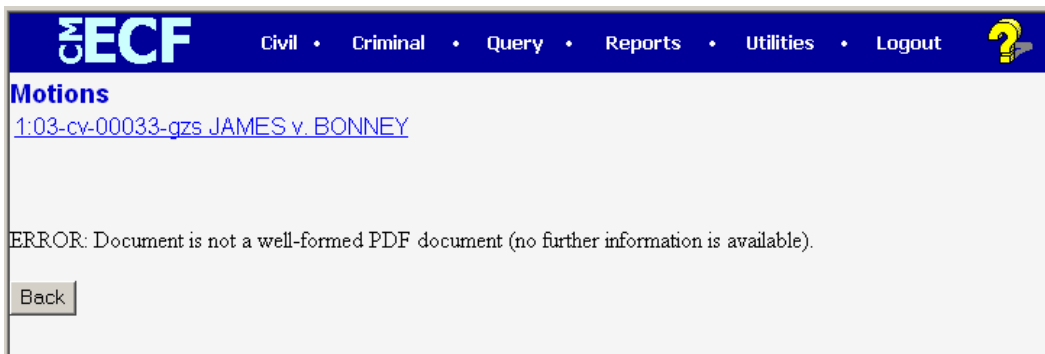


Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.

If there are no attachments to the motion, click on **[Next]**. A new **Motions** window opens. Go to Section 7, “**Modify the docket text as necessary**”, to proceed with your filing.

If you have Attachments to your motion, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in Section 6, “**Add attachments, if any, to the document being filed**”.

In the event you selected and highlighted a file that is ***not*** in PDF format, ECF will display the following error message after you click on the **[Next]** button.



ECF will not permit you to select a file for your pleading that is not in PDF format.

Click on the **[Back]** button and ECF will return to the **Motions** screen. Select and highlight the PDF file of your pleading and proceed as before.

Failure to Select a Document to File

If you fail to select a document to file with your pleading, ECF will display the error message depicted below.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, Logout, and a help icon. Below the bar, the page title is "Motions" and the case name is "1:03-cv-00033-gzs JAMES v. BONNEY". The main content area prompts the user to "Select the pdf document (for example: CM199cv501-21.pdf)." and includes a "Filename" input field with a "Browse..." button. Below this, there is a section for "Attachments to Document:" with radio buttons for "No" (selected) and "Yes". At the bottom left are "Next" and "Clear" buttons. An error message box from "Microsoft Internet Explorer" is overlaid on the screen, displaying a yellow warning triangle icon and the text "Note: You have not selected a document." with an "OK" button.

If you click **[OK]** from the screen depicted above ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

7. Attachments and Exhibits

A filing user shall submit, in electronic format, all documents referenced as exhibits or attachments to filings as outlined below, unless otherwise ordered by the court.

Each referenced exhibit must be labeled with a proper exhibit marking and filed as a separate attachment and fully described as shown on pages 35 and 36.

A filing user must submit as attachments and non-trial exhibits only those excerpts of the referenced documents that are directly germane to the matter under consideration by the court. Excerpted material must be clearly and prominently identified as such. Users who file excerpts of documents do so without prejudice to their right to timely file additional excerpts or the complete document, as may be allowed by the court. Responding parties may timely file additional excerpts or the complete document that they believe are directly germane.

Filers must not attach as an exhibit any pleading or other paper already on file with the Court, but shall merely refer to that document.

Attachments and exhibits must be filed according to the following guidelines.

IF THE ATTACHMENT OR EXHIBIT IS	THEN IT SHOULD BE
A word processing document of any length converted to PDF	Divided into 200 page attachments and filed using ECF
A scanned document up to 200 pages in length	Create attachment files of 50 pages each and file using ECF
A scanned document exceeding 200 pages	Filed in paper form to the Clerk's Office
Non-scanned exhibits (e.g. videotapes, demonstratives, photographs, color documents, etc.)	Filed with the Clerk's Office and a text entry made in ECF
Pre-trial and post-trial hearing exhibits and trial exhibits.	Filed in paper form
If no access to scanner	Filed in paper form

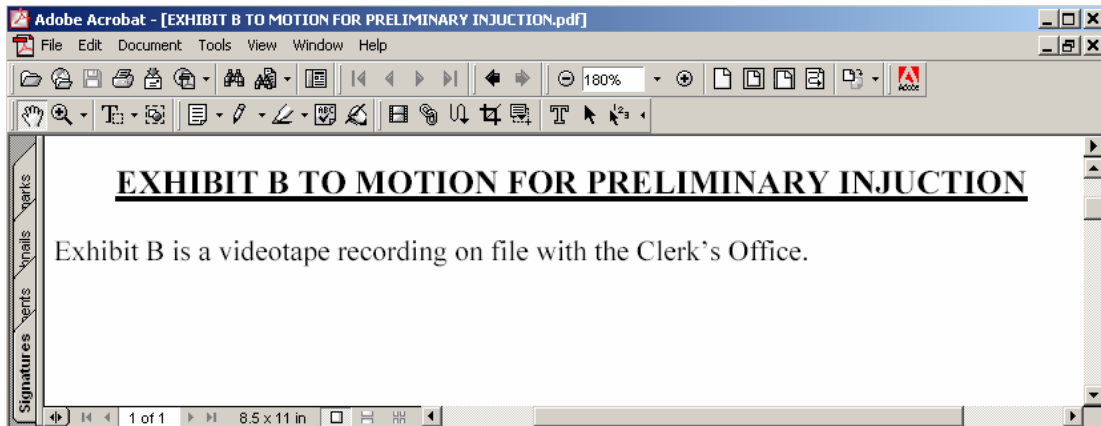
Deposition transcripts shall be filed electronically using ECF or on either a 3.5" floppy disk or compact disk in PDF, unless otherwise permitted by the Court.

Note: no PDF document filed via the ECF system shall exceed 4MB in size. Following the attachment and exhibit guidelines above should assure that each PDF document is below the maximum file size. However, paper documents scanned at high resolution may exceed the 4MB limit even if kept within the page limitation outlined in the guidelines. **We recommend a scanning resolution of no more than 250 dpi to maintain acceptable file size limits.**

Non-scanned Exhibits

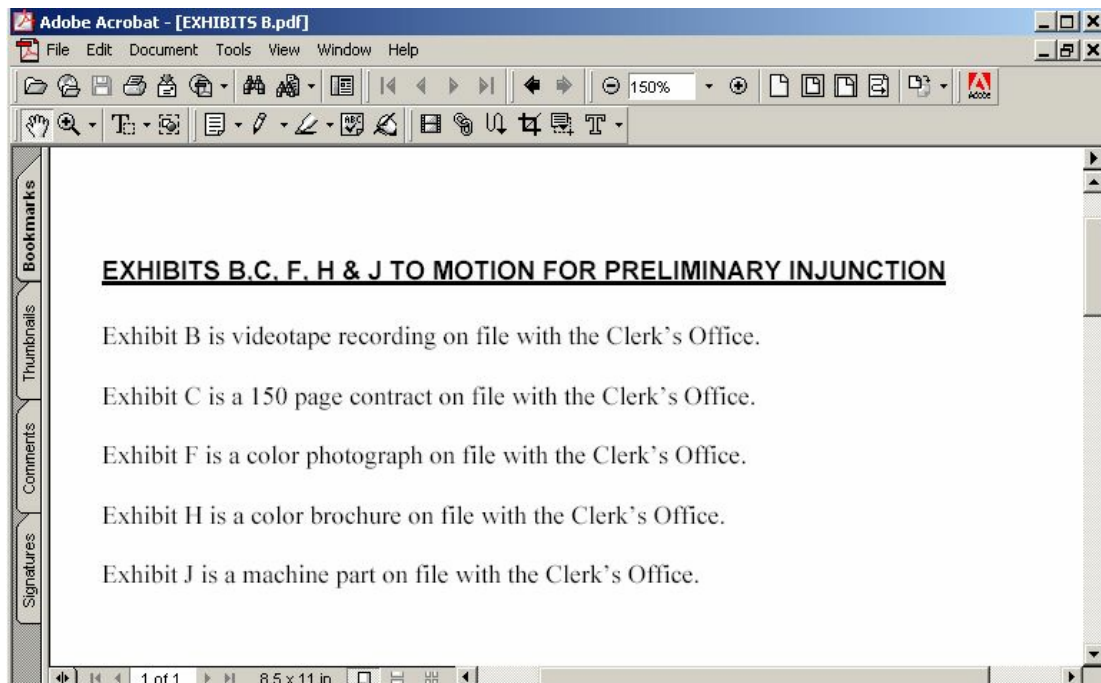
All attachments and exhibits that are referenced in a document and are filed with the Clerk's Office (i.e. video tapes, demonstratives, pre-trial hearing exhibits, large documents, etc.) must have notice of their filing recorded in ECF.

The filer must create a descriptor PDF document that contains the name and a description of the attachment/exhibit (see below).



During the filing of the referencing document, answer "yes" to the attachment question and upload the descriptor PDF document.

If you have multiple non-scanned exhibits you may include them all in a single descriptor PDF document.



Adding Attachments to Filings

If you indicated the need to attach documents to a pleading, a new screen appears.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout, along with a help icon. Below the bar, the page title is "Motions" and the case number is "1:03-cv-00033-gzs JAMES v. BONNEY". The main content area contains instructions: "Select one or more attachments." followed by three steps. Step 1 involves entering a PDF document path, with a "Browse..." button. Step 2 involves selecting a document type and entering a description. A table with two columns, "Type" and "Description", is shown with a dropdown menu for Type and a text box for Description containing "xhibit B: Law Enforcement Manual". Step 3 involves adding the filename to a list box, with "Add to List" and "Remove from List" buttons. At the bottom left is a "Next" button.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Motions
[1:03-cv-00033-gzs JAMES v. BONNEY](#)

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename
C:\CM-ECF\Motions\Law Enforcement M

2) At your option, select a document type and/or enter a description.

Type	Description
<input type="text"/>	xhibit B: Law Enforcement Manual

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Click on [**Browse**] to search for the document file name of the attachment.

Next to the field for attachment **Type**, click on the arrow and ECF opens a pull down screen. Highlight the type of attachment from the displayed selection.

Counsel must describe the attachment fully by clicking in the **Description** box and typing a clear and concise description of the attachment, as shown above.

Click on [Add to List].

ECF adds the selected document as an attachment to the pleading. A new **Motions** screen opens to display the file name of the newly attached document.

The screenshot shows the ECF web interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the navigation bar, the page title is "Motions" with a link to "1:03-cv-00033-gzs JAMES v. BONNEY". The main content area has the heading "Select one or more attachments." followed by three numbered instructions: 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf). 2) At your option, select a document type and/or enter a description. 3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button. Below the instructions, there is a "Filename" label, a text input field, and a "Browse..." button. Below that, there are "Type" and "Description" labels, each with a dropdown menu. At the bottom, there is a list box containing the filename "C:\CM-ECF\Motions\Law Enforcement Manual.pdf". To the right of the list box are two buttons: "Add to List" and "Remove from List". At the bottom left of the form is a "Next" button.

Repeat the sequence for each additional attachment.

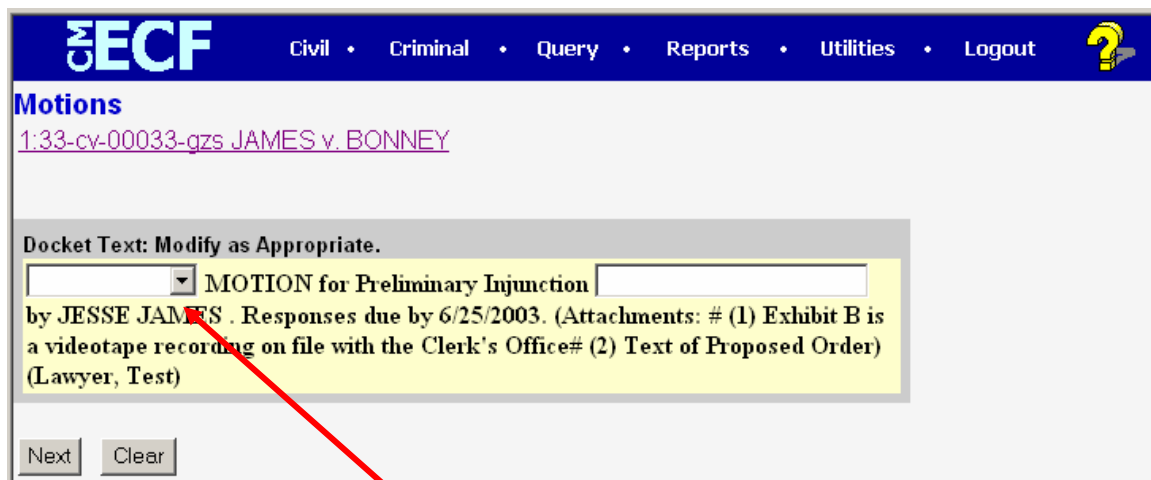
After adding all of the desired PDF documents as attachments, click on **[Next]**.

Type "WITH INCORPORATED MEMO" in the text field of the new window if appropriate.

The screenshot shows the ECF web interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the navigation bar, the page title is "Motions" with a link to "1:03-cv-00033-gzs JAMES v. BONNEY". The main content area has a text input field with the placeholder text "Enter text WITH INCORPORATED MEMO if appropriate pursuant to Local Rule 7a:". Below this is a "Response Deadline" section with a "Date" label and a text input field containing "07/10/2003". At the bottom left of the form are two buttons: "Next" and "Clear".

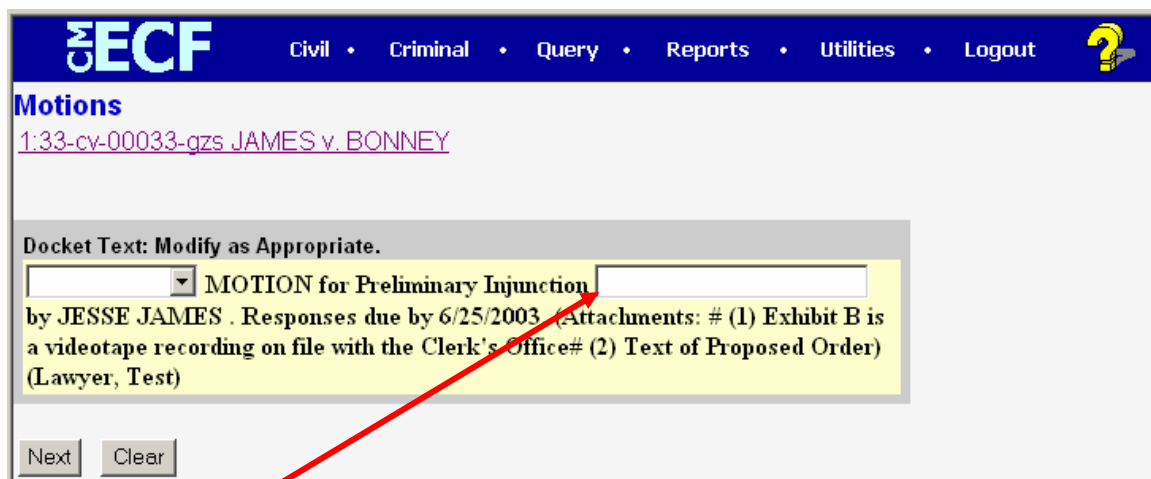
Note: ECF creates and displays the response deadline in this window. This deadline cannot be changed by filing users.

8. Modify Docket Text as Necessary.



The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with the CM/ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below this is a 'Motions' section with a link to '1:33-cv-00033-gzs JAMES v. BONNEY'. The main content area has a heading 'Docket Text: Modify as Appropriate.' followed by a yellow-highlighted box containing the text: 'MOTION for Preliminary Injunction' (with a dropdown arrow to its left), 'by JESSE JAMES . Responses due by 6/25/2003. (Attachments: # (1) Exhibit B is a videotape recording on file with the Clerk's Office# (2) Text of Proposed Order) (Lawyer, Test)'. At the bottom of this box are 'Next' and 'Clear' buttons. A red arrow points from the text 'by JESSE JAMES' to the dropdown arrow on the left of the motion title.

Click on the button shown here to open a modifier drop-down list. Select a modifier if appropriate.



This screenshot is identical to the one above, showing the same CM/ECF interface and docket entry. However, the red arrow now points from the text 'by JESSE JAMES' to the open text area of the description, which reads: 'Responses due by 6/25/2003. (Attachments: # (1) Exhibit B is a videotape recording on file with the Clerk's Office# (2) Text of Proposed Order) (Lawyer, Test)'.

If necessary, click in the open text area to type additional text for the description of the pleading.

9. Submit the Document

Click on the **[Next]** button. A new **Motions** window, the final approval screen, appears with the complete text for the docket entry.

Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **Back** button on the browser toolbar to find the screen you wish to modify.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the navigation bar, the page title is "Motions" in blue. Underneath is a purple hyperlink: "1:33-cv-00033-gzs JAMES v. BONNEY". The main content area has a grey header "Docket Text: Final Text" and a yellow box containing the text: "MOTION for Preliminary Injunction by JESSE JAMES. Responses due by 6/25/2003. (Attachments: # (1) Exhibit B is a videotape recording on file with the Clerk's Office# (2) Text of Proposed Order)(Lawyer, Test)". Below this is a red warning message: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." At the bottom are two buttons: "Next" and "Clear".

If the text is correct, click on the **[Next]** button to file the document.

Note: The screen depicted above contains the following warning.

Pressing the **[Next]** button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- (a) clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected, or
- (b) clicking on the Web Browser **[Back]** button until *you return to the desired screen*.

10. Retain Notification of Electronic Filing (NEF).

After a pleading is electronically filed, ECF will electronically transmit the **Notice of Electronic Filing** to the filing user and users of record who have registered as ECF Filing Users.

Civil • Criminal • Query • Reports • Utilities • Logout

Motions
[1:33-cv-00033-gzs JAMES v. BONNEY](#)

U.S. District Court

District of Maine

Notice of Electronic Filing

The following transaction was received from Lawyer, Test entered on 6/4/2003 at 3:16 PM EST and filed on 6/4/2003

Case Name: JAMES v. BONNEY

Case Number: [1:33-cv-33](#)

Filer: JESSE JAMES

Document Number: [4](#)

Docket Text:

MOTION for Preliminary Injunction by JESSE JAMES.Responses due by 6/25/2003. (Attachments: # (1) Exhibit B is a videotape recording on file with the Clerk's Office# (2) Text of Proposed Order)(Lawyer, Test)

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1025705658 [Date=6/4/2003] [FileNumber=58697-0] [cb2e37697f959e5bb5e3a628f56a593caf26e6fcd0f7f740b463f6efb24527b4b8260af283d610f303ea9878493a5ab54253a0f49427c46986022c106866eec]]

Document description:Exhibit B is a videotape recording on file with the Clerk's Office

Original filename:n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1025705658 [Date=6/4/2003] [FileNumber=58697-1] [

Note: The example above is one screen. However, you have to scroll down to view all the information available.



Motions

[1:33-cv-00033-gzs JAMES v. BONNEY](#)

U.S. District Court

District of Maine

Notice of Electronic Filing

The following transaction was received from Lawyer, Test entered on 6/4/2003 at 3:16 PM EST and filed on 6/4/2003

Case Name: JAMES v. BONNEY

Case Number: [1:33-cv-33](#)

Filer: JESSE JAMES

Document Number: [4](#)

Docket Text:

MOTION for Preliminary Injunction by JESSE JAMES. Responses due by 6/25/2003. (Attachments: # (1) Exhibit B is a videotape recording on file with the Clerk's Office# (2) Text of Proposed Order)(Lawyer, Test)

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1025705658 [Date=6/4/2003] [FileNumber=58697-0] [cb2e37697f959e5bb5e3a628f56a593caf26e6fcd0f7f740b463f6efb24527b4b8260af283d610f303ea9878493a5ab54253a0f49427c46986022c106866eec]]

Document description: Exhibit B is a videotape recording on file with the Clerk's Office

Original filename: n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1025705658 [Date=6/4/2003] [FileNumber=58697-1] [

The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file on your system.

It is strongly recommended that you copy the Notice of Electronic Filing to a file on your computer hard-drive, print it and retain a hard copy in your personal files.

- Click **[Print]** on the browser toolbar to print the document receipt.
- Click **[File]** on the browser menu bar, and choose **Save As...** from the drop-down window to save the receipt to a file on the hard drive of your computer.

Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document (except transcripts). Transcripts are exempt from the cost ceiling of \$2.40 per document. Access to transcripts will generate a \$.08 per page charge for the exact number of pages within the document. The free look period for accessing documents via the Notice of Electronic Filing is fifteen days. In order to view a transcript via the Notice of Electronic Filing, you must enter your PACER account. Viewing attachments and subsequent retrieval of the case docket sheet or document from ECF must be made through your PACER account and is subject to regular PACER fees.

In a criminal case, only attorneys of record can view documents filed prior to November 1, 2004. Public users will be allowed to view all non-sealed and non-private criminal case documents (except transcripts) filed on or after November 1, 2004 in the same manner as they have been able to view civil case documents.

Individuals who receive electronic notification of a filing in a criminal case are permitted one "free look" at the document (except transcripts) by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing.

Counsel who have registered on the ECF system will receive an electronic notification of filing (NEF) for all filings, including filings made in cases filed prior to 2003. However, all NEFs pertaining to pre-2003 cases will not include the link to the document and counsel must remember that the service and filing of pleadings in those cases must continue to be made on paper in the traditional manner with an original signature.

11. Mail Paper Copies of Pleading to any Non-Registered Party.

The ECF filing report also displays the names and addresses of individuals who will not be electronically notified of the filing. It is the filer's responsibility to serve hard copies of the pleading to attorneys and pro se litigants who are not yet registered for electronic notification.

Certificate of Service

A certificate of service in accordance with F.R.Civ.P. 5(d) is still required when a party files a document electronically. The certificate must state the manner in which service was accomplished on each party and **should be included as the final page of the document**. You may use the "Mailing Info for a Case" feature in ECF under "Utilities", "Mailings..." to obtain information regarding which parties are registered users of ECF and which parties require service by regular mail. See below for a sample certificate of service.

SAMPLE CERTIFICATE OF SERVICE:

UNITED STATES DISTRICT COURT
DISTRICT OF MAINE

I hereby certify that on _____, I electronically filed _____ with the Clerk of Court using the CM/ECF system which will send notification of such filing(s) to the following: _____, and I hereby certify that on _____, I mailed by United States Postal Service, the document(s) to the following non-registered participants: _____.

/s/ Name of Attorney
Law Firm Name & Address
Law Firm Phone Number
Attorney's E-mail Address

Add/Create a New Party

In rare cases you may need to add a party to the ECF system. If the party you represent is not listed in the “Select a Party” screen, click on **Add/Create New Party**. The screen depicted below will appear.



The screenshot shows the top navigation bar of the ECF system with the logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar is a search section titled "Search for a party" with a text input field labeled "Last/Business name" and two buttons: "Search" and "Clear".

Before adding any party, you must search for the party name to see if your party is already on the ECF system. Type a wildcard (*) and the first few letters of the party's last name or the first few letters of the company name in ALL CAPS. Click **[Search]**.

If a match is found, ECF will display a list of party names. If the name of the party you represent appears in the list, click on it and then click **[Select name from list]**. Review the party information and select the party's role in this filing. Click **[Submit]**. If a match is not found, or your party does not appear in the list, click **[Create new party]**.



This screenshot shows the same search interface as the previous one, but with search results. Below the search buttons, it says "Party search results" followed by "No person found." At the bottom of the search results area, there is a button labeled "Create new party".

ECF displays the following screen.

The screenshot shows the CM/ECF Party Information form. The header is blue with the CM/ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Logout, and a help icon. The form fields are as follows:

Field	Value
Last name	DOE
First name	JOHN
Middle name	A
Generation	
Title	
Role	Witness (wit:pty)
Prisoner Id	
Unit	
Address 2	
City	
County	ThirdParty Plaintiff (3pp:pty)
Phone	
E-mail	
Party text	
Start date	6/2/2003

Buttons: Submit, Cancel, Clear

For a company, enter the entire company name in the **Last Name** field. Choose the appropriate **Role** from the drop down list. Leave all other fields blank. Click **[Submit]**.

For an individual, fill out the **Last Name**, **First Name**, **Middle Name**, **Generation** and **Title** fields as appropriate. Choose the appropriate **Role** from the drop down list. Leave all other fields blank. Click **[Submit]**

When entering party information, please note that:

- Parties should be entered in the manner in which they are captioned on the document being filed.
- Always enter all party names in ALL CAPS.
- Never start the last name field with "THE".
- DO NOT use PUNCTUATION when adding parties with the exception of hyphens, apostrophes and commas (i.e. do not include a period after the middle initial).
- When entering a state, county, or city name in the Last Name field, enter the STATE, COUNTY, or CITY first (i.e. PORTLAND, CITY OF or PENOBSCOT COUNTY).

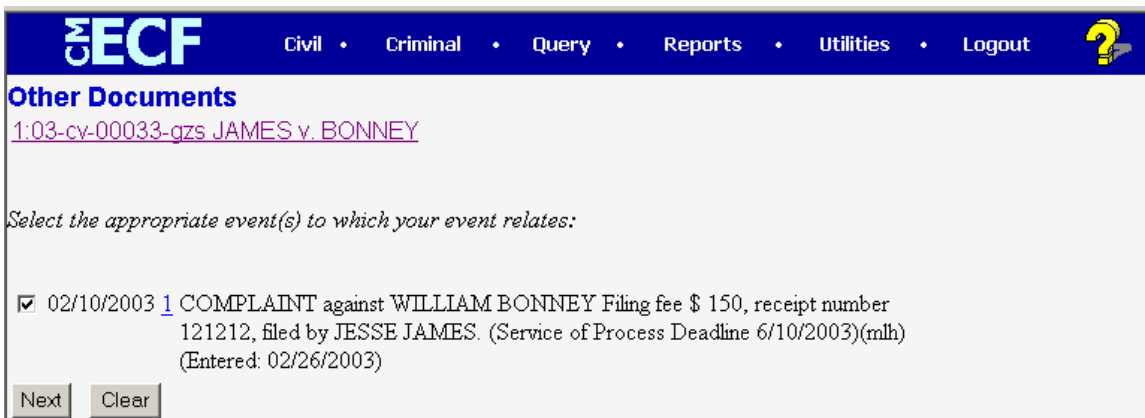
Linking Documents (Refer to existing event)

Some pleadings such as Briefs should be “linked” to their related documents in the case. When filing these documents you will be presented with the following screen.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the navigation bar, the page title is "Other Documents" in blue. Underneath is a link: [1:03-cv-00033-gzs JAMES v. BONNEY](#). The main content area has a checkbox labeled "Refer to existing event(s)?" which is currently unchecked. Below this checkbox are two rows of input fields: "Filed" followed by a text box and "to" followed by another text box, and "Documents" followed by a text box and "to" followed by another text box. At the bottom of this section are two buttons: "Next" and "Clear".

An “event” in CM/ECF is anything that has been filed in a case. To link the document you are currently filing to a previously filed document, check the box in front of “**Refer to existing event(s)?**” and click **[Next]**.

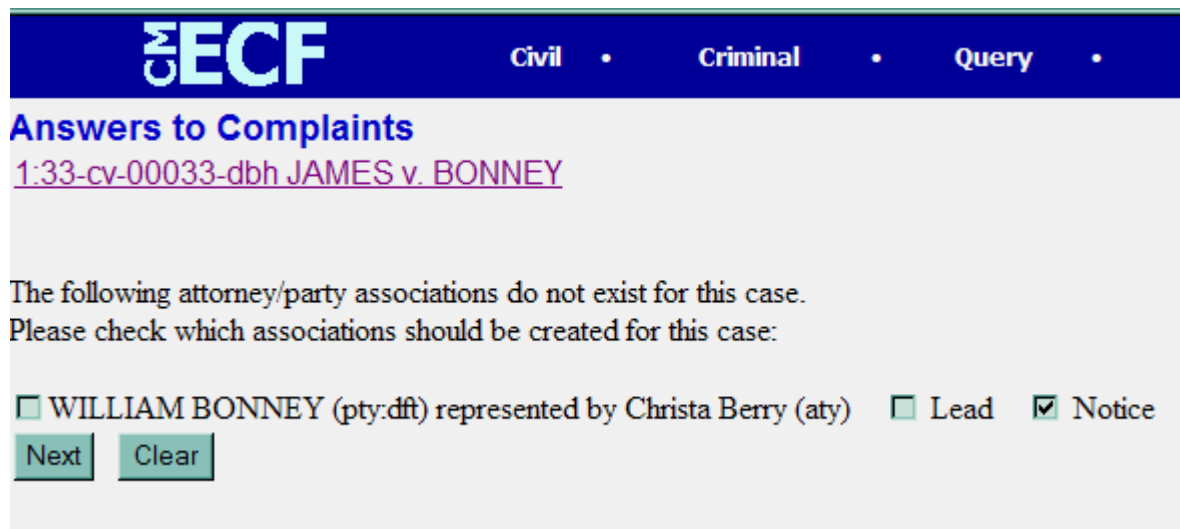


This screenshot shows the same ECF interface as the previous one, but the checkbox "Refer to existing event(s)?" is now checked. Below the checkbox, the text "Select the appropriate event(s) to which your event relates:" is displayed. Underneath this text is a list of events. The first event is selected with a checkmark: "02/10/2003 [1](#) COMPLAINT against WILLIAM BONNEY Filing fee \$ 150, receipt number 121212, filed by JESSE JAMES. (Service of Process Deadline 6/10/2003)(mlh) (Entered: 02/26/2003)". At the bottom of the list are two buttons: "Next" and "Clear".

You are now presented with a list of documents to link to. In this example we have linked to a complaint.

ATTORNEY/PARTY ASSOCIATION

If this is an attorney's first filing in a case and that attorney has is not listed as counsel of record for the filing party, CM/ECF will display the following screen:



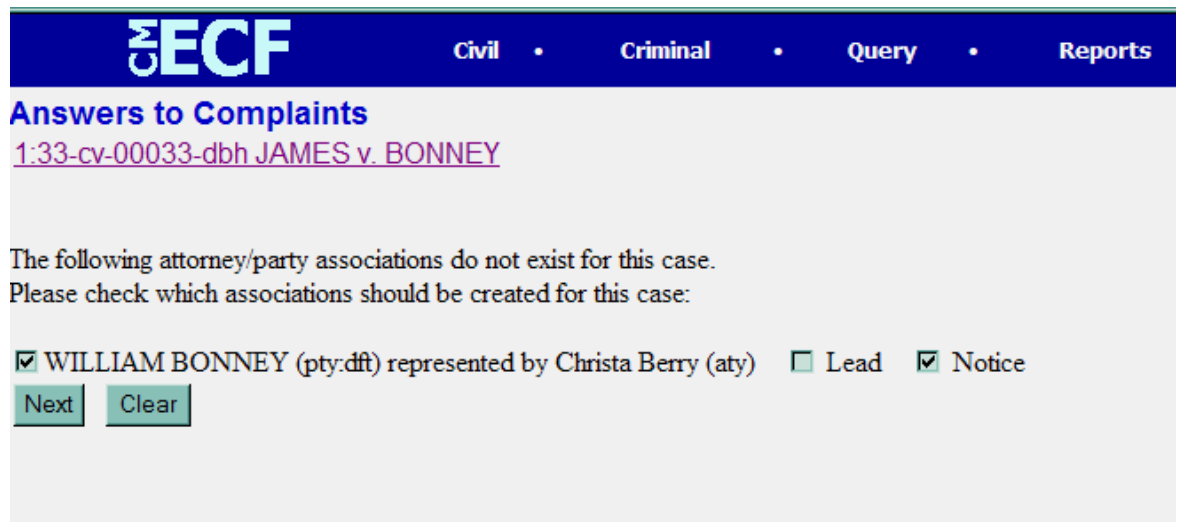
ECF Civil • Criminal • Query •

Answers to Complaints
[1:33-cv-00033-dbh JAMES v. BONNEY](#)

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

☐ WILLIAM BONNEY (pty:df) represented by Christa Berry (aty) ☐ Lead ☒ Notice

To tell the system that you are counsel of record for this party, place a check in the box at the left of the attorney's name as shown below:



ECF Civil • Criminal • Query • Reports

Answers to Complaints
[1:33-cv-00033-dbh JAMES v. BONNEY](#)

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

☒ WILLIAM BONNEY (pty:df) represented by Christa Berry (aty) ☒ Lead ☒ Notice

QUERY FEATURE

Registered participants should use this feature to query the ECF system for specific case information. To enter the Query mode, click on **Query** from the **Blue** menu bar of ECF.



Note: ECF opens the **PACER Login** screen. Remember you must enter your **PACER** login and password before ECF permits you to query the ECF database. Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. You will be charged a fee of \$.07 per page up to a maximum of \$2.10 per document (except transcripts) to access documents, docket sheets, etc. from ECF. Transcripts are exempt from the cost ceiling of \$2.10 per document. Access to transcripts will generate a \$.07 per page charge for the exact number of pages within the document. In order to view a transcript via the Notice of Electronic Filing, you must enter your PACER account.

After you enter your PACER login and password, ECF opens a Query data entry screen.

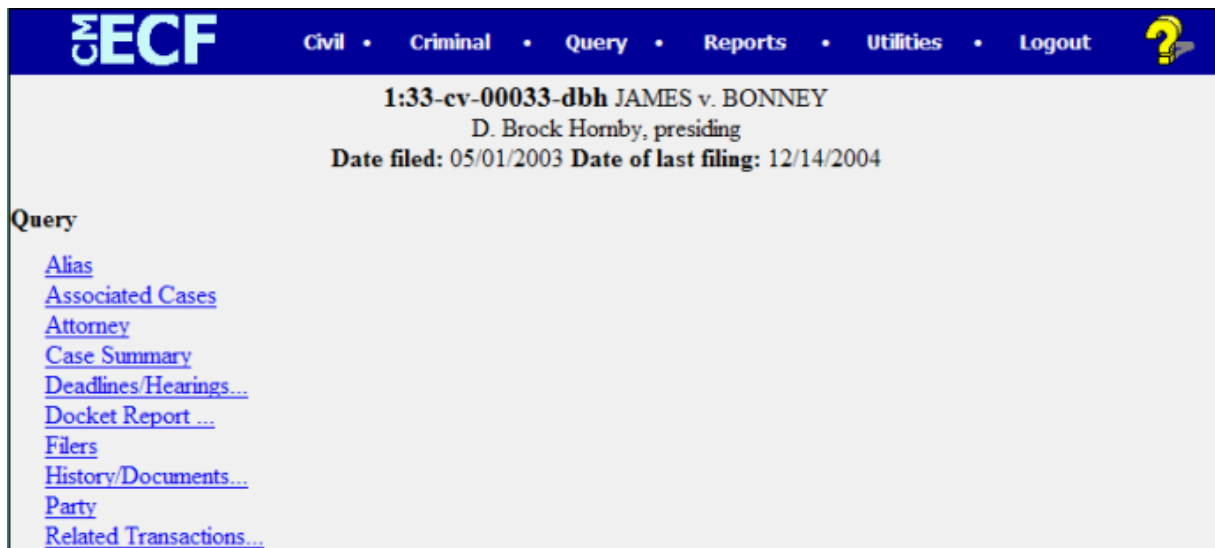
The image shows the 'Query' data entry screen within the ECF system. At the top is a blue header with the ECF logo and the words 'Query' and 'Reports' separated by dots. Below the header, the word 'Query' is written in large blue font. The main area has a light yellow background and is titled 'Search Clues'. It contains several search criteria: 'Case Number' with a text box and examples '(Examples: 99-500, 1:99cv500)'; 'Filed Date' and 'Last Entry Date' each with two text boxes separated by 'to'; 'Nature of Suit' with a dropdown menu showing '0 (zero)', '110 (Insurance)', and '120 (Contract: Marine)'; 'Last Name' with a text box and examples '(Examples: Desoto, Des*t)'; 'First Name' and 'Middle Name' each with a text box; and 'Type' with a dropdown menu. At the bottom of the form are two buttons: 'Run Query' and 'Clear'.

If you know the number that the Court has assigned to the case, enter it in the **Case Number** field and click on the **[Run Query]** button.

You may also query the ECF database by the name of a party or an attorney to the case. Enter the last name of the party or attorney in the appropriate field. If more than one person with that name is in the database, ECF returns a screen from which to select the correct name. If the individual is a party to more than one case, ECF will open a screen listing all of the party's cases. Click on the case number hyperlink.

You may also query a case by the nature of suit. You must enter a range for either the filed date or the last entry date in order for the query to run. To search for all cases of a certain type, use the date 1/1/1970 as the "beginning of time".

After querying the database by case number, name, or nature of suit, ECF opens the **Query** window for the specific case you selected.



At the top of the window, ECF displays the case number, the case title, presiding Judge, date that the case was filed, and date of last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

Attorney

Displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties to the case.

Deadlines/Hearings

Produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines. If you query as illustrated below, ECF opens the [Deadlines/Hearings](#) screen depicted below.

The screenshot shows the ECF web interface. At the top is a blue header with the ECF logo and navigation links: Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the header, the title "Deadlines/Hearings" is displayed. Underneath, there is a "Sort by" section with three dropdown menus. The first dropdown is set to "Due/Set". Below the dropdowns are two buttons: "Run Query" and "Clear".

Click on **[Run Query]** to display the Deadlines/Hearings information screen.

The screenshot shows the ECF web interface displaying the results of a query. The header is blue with the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the header, the case information is displayed: "1:33-cv-00033-dbh JAMES v. BONNEY", "D. Brock Hornby, presiding", and "Date filed: 05/01/2003 Date of last filing: 12/14/2004". The title "Deadlines/Hearings" is centered. Below the title is a table with the following data:

Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
127	⊗ Service of Process Deadline	10/18/2004	02/15/2005		
135	⊗ Response Deadline	12/14/2004	01/04/2005		
134	⊗ Response Deadline	12/09/2004	12/30/2004		
108	⊗ Check for Receipt of Mandate	04/20/2004	12/01/2004		
120	⊗ Trial List Deadline	09/17/2004	12/01/2004		
133	⊗ Response Deadline	11/09/2004	11/30/2004		

A blue arrow points from the document number [134](#) to the text below. A red arrow points from the button to the left of the event "Response Deadline" for document 133 to the text below.

If you click on the document number, ECF will display the actual document that created the deadline.

If you click on the button to the left of the event, ECF will display the Notice of Electronic Filing (NEF).

Docket Report

When you select Docket Report, ECF opens the Docket Sheet screen as depicted below.

ECF Civil • Criminal • Query • Reports • Utilities • Logout

Docket Sheet

Case Number
1:33-cv-00033-dbh JAMES v. BONNEY

☒ Filed to
☐ Entered to

Documents to

☒ Include terminated parties
☐ Include links to notices of electronic filing
☒ Include list of parties and counsel
☐ Include list of member cases

Sort by

You may select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to print the entire docketing report. Place a checkmark in the box to **Include links to Notice of Electronic Filing** if you wish to view them from the docket sheet. After you have selected the parameters for your report, click on the **[Run Report]** button. ECF will run your custom docketing report and display it in a window as depicted.

Defendant

WILLIAM BONNEY

aka
BILLY THE KID

Filing Date	#	Docket Text
02/10/2003	1	COMPLAINT against WILLIAM BONNEY Filing fee \$ 150, receipt number 121212, filed by JESSE JAMES. (Service of Process Deadline 6/10/2003)(mlh) (Entered: 02/26/2003)

The document numbers in the middle column are hyperlinks to PDF files of the actual documents. Place your pointer on the silver button next to the document number and click to display the **Notice of Electronic Filing** for the document.

History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on the **History/Documents** hyperlink, ECF opens the screen depicted below. You may select the sort order for the query report and choose to exhibit all events or only those with documents attached. ECF also offers you the option to display the docket text in the report.


History/Documents


☒ All events (history)
☐ Only events with documents

☐ Display docket text

Sort by



After making your selections, click on the **[Run Query]** button. ECF queries the database and builds your report. The screen below depicts a portion of a **History/Documents** report. This particular report lists all of the events and documents associated with the case in reverse chronological order.



[Civil](#) •
 [Criminal](#) •
 [Query](#) •
 [Reports](#) •
 [Utilities](#) •
 [Logout](#)


1:33-cv-00033-dbh JAMES v. BONNEY
 D. Brock Hornby, presiding
Date filed: 05/01/2003 **Date of last filing:** 12/14/2004

History

Doc. No.	Dates	Description
1	<i>Filed:</i> 05/01/2003 <i>Entered:</i> 05/29/2003	 Complaint
2	<i>Filed & Entered:</i> 06/02/2003	 Order

You may view a PDF file of actual documents by clicking on the document number in the far-left column of the onscreen report.

REPORTS FEATURE

The **Reports** feature of ECF provides the user with several report options. After clicking on **Reports** on the **Blue** menu bar, ECF opens the **Reports** screen depicted below.



If you select **Civil Cases**, **Criminal Cases**, **Docket Sheet** or **Docket Activity Report** from the Reports screen, ECF will ask you to login to PACER. You may view **Attorney Civil Events** and **Attorney Criminal Events** without logging into PACER.

Docket Sheet

Click on the **Docket Sheet** hyperlink and ECF opens the **PACER** login screen.

Enter your **PACER** login and password. Click on the **[Login]** button and ECF will open the Docket Sheet report query window depicted below.

The screenshot shows the ECF Docket Sheet query window. It has a blue header bar with the ECF logo and navigation links. Below the header, the title "Docket Sheet" is displayed. The form contains several input fields and checkboxes. There is a "Case number" field. Below it are radio buttons for "Filed" and "Entered", each followed by a date range field. There is also a "Documents" field with a date range. A list of checkboxes includes "Include terminated parties", "Include links to notices of electronic filing", "Include list of parties and counsel", and "Include list of member cases". A "Sort by" dropdown menu is set to "Oldest date first". At the bottom are "Run Report" and "Clear" buttons.

Enter the case number for your docket sheet in the **Case Number** field. Select parameters for the remainder of the data entry fields and click on the **[Run Report]** button. ECF will display a full docket sheet for the case you selected. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. ECF also offers various sorting options from the Docket Sheet query screen.

Civil Cases Report

The **Civil Cases** report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, or by Nature of Suit and Cause Code. When you click on the **Civil Cases** hyperlink, ECF displays a query screen as depicted here.

Office: Bangor, Portland
Case type: Civil, Miscellaneous
Nature of suit: 0 (zero), 110 (Insurance)
Case flags: 2255, ADMIN
Filed: 12/10/2004 to 12/17/2004
Terminal digit(s): 2, 4-7
Sort by: Case Number
Output Format: ☒ Formatted Display, ☐ Data Only
Run Report, Clear

Note: If you are not logged into **PACER**, ECF will display the **PACER** login screen. Login to **PACER** and ECF will open the **Civil Cases Report** screen.

Enter the range of case filing dates for your report and select a Nature of Suit or Cause Code, if you wish to narrow your search.

Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
1:33-cv-00033-gzs JAMES v. BONNEY	Filed: 05/01/2003		32	Cause: 28:1332 Diversity-Fraud NOS: Contract: Other Office: Bangor Presider: George Z. Singal Jury demand: Plaintiff Case Flags: STANDARD APPEAL

The far-left column of the Cases Filed report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the **Docket Sheet** report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a Docket Sheet report.

Criminal Cases Report

The **Criminal Cases** report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, or by Case flags. When you click on the **Criminal Cases** hyperlink, ECF displays a query screen as depicted here.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

Criminal Cases Report

Office:

Case types:

Filed: to

Case flags:

☒ Pending defendants
☐ Terminated defendants
☐ Fugitive defendants
☒ Non-Fugitive defendants

Terminal digit(s):

Sort by:

Output Format: ☒ Formatted Display
☐ Data Only

Note: If you are not logged into **PACER**, ECF will display the **PACER** login screen. Login to **PACER** and ECF will open the **Criminal Cases Report** screen.

Enter the range of case filing dates for your report and select a Case type or Office, if you wish to narrow your search.

ECF Query • Reports • Utilities • Logout ?

Criminal Cases Report

U.S. District Court - - District of Maine

Report Period: 06/04/2003 - 06/11/2003

Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
1:03-cr-00033-gzs - USA v. SMITH				Office: Bangor
1 JOHN SMITH	Filed:06/04/2003		7	Presider: George, Z. Singal

The far-left column of the Cases Filed report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the Docket Sheet report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a Docket Sheet report.

UTILITIES FEATURE

The **Utilities** feature provides the means for registered users to maintain their account in ECF, view all of their ECF transactions and access mailing information for cases (i.e. who is registered for electronic notification and who is not).



Your Account

This section of the **Utilities** feature provides you the capability to maintain certain aspects of your ECF account with the Court and to view a log of all your transactions within ECF.

ECF Login

This option allows a user who is logged in with a PACER account to change to a CM/ECF Account.

Maintain Your Account

Click on the **Maintain Your Account** hyperlink to open the **Maintain User Account** information screen.

The screenshot shows the 'Maintain User Account' form. The form is titled 'Maintain User Account' and has a blue header bar with the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, and Logout. The form contains the following fields:

- Last name: LAWYER
- First name: TEST
- Middle name: (empty)
- Generation: (empty)
- Gender: (dropdown menu)
- ATY Type: All (dropdown menu)
- Title: ESQ.
- Type aty: (empty)
- Bar number: (empty)
- Prisoner id: (empty)
- Office: TEST FIRM
- Unit: (empty)
- Address 1: 156 FEDERAL STREET
- Address 2: (empty)
- Address 3: (empty)
- City: PORTLAND
- State: ME
- Zip: 04101
- Country: (empty)
- County: (dropdown menu)
- Phone: 207-111-2222
- Fax: (empty)
- Initials: (empty)
- DOB: (empty)
- AO code: (empty)
- End date: (empty)
- Civil ref style: (dropdown menu)
- Criminal ref style: (dropdown menu)
- Date sworn: (empty)
- Status: (dropdown menu)

At the bottom of the form, there are two buttons: 'Email information...' and 'More user information...'.

This screen displays all of the registration information that is contained within the ECF database for your account with the Court. This includes Bar Identification and Bar status. **NO CHANGES SHOULD BE MADE TO THIS SCREEN. CONTACT THE CLERK'S OFFICE TO REQUEST A CHANGE OF ADDRESS, NAME CHANGE OR OTHER NECESSARY MODIFICATIONS.**

Clicking on the **[E-mail information]** button opens the following screen.

The screenshot shows the 'E-mail information for TEST LAWYER' screen. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout, along with a help icon. The main content area has a title 'E-mail information for TEST LAWYER'. Below it is a text field for 'Primary e-mail address' containing 'cmecfnef@med.uscourts.gov'. A section titled 'Send the notices specified below' contains three checkboxes: 'to my primary e-mail address' (checked), 'to these additional addresses' (checked), and 'Send notices in cases in which I am involved' (checked). The 'to these additional addresses' checkbox is followed by a text field containing 'robert@med.uscourts.gov'. The 'Send notices in cases in which I am involved' checkbox is followed by a list box showing '1:03-cv-01' and '2:03-cr-20'. Below these are two radio buttons: 'Send a notice for each filing' (selected) and 'Send a Daily Summary Report'. A section titled 'Format notices' has two radio buttons: 'html format for Netscape or ISP e-mail service' (selected) and 'text format for cc:Mail, GroupWise, other e-mail service'. At the bottom are two buttons: 'Return to Account screen' and 'Clear'.

ECF will E-mail to filing users Notices of Electronic Filing based upon the information entered in this screen. Perform the following steps to enter additional email addresses for individuals that you wish to receive a Notice of Electronic Filing (NEF).

Enter a check mark by clicking on the box to the left of the line, which reads **“to these additional addresses”**.

Enter the e-mail addresses of those individuals you wish to notify concerning ECF activity. This data entry field has a capacity of 250 characters for approximately ten E-mail addresses.

NOTE: Individuals will get a "free look" at the document (except transcripts) by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing at their primary e-mail account. The free look period for accessing documents via the Notice of Electronic Filing is fifteen days. Transcripts are exempt from the cost ceiling of \$2.10 per document. Access to transcripts will generate a \$.07 per page charge for the exact number of pages within the document. In order to view a transcript via the Notice of Electronic Filing, you must enter your PACER account. The Judicial Conference has approved a new Electronic Public Access Fee Schedule effective January 1, 2005 that changes the PACER fees from \$.07 per page to \$.08 per page with a cost ceiling of \$2.40 per document or report (except transcripts).

It is strongly encouraged that you download the document (print, save on a disk, or save on the hard drive) during the one free look.

If desired, registered attorneys can also receive Notice of Electronic Filing in cases in which they are not counsel. Perform the following steps to configure ECF to send email notification in cases to which you are not counsel of record.

Enter a check mark by clicking on the box to the left of the line, which reads “**Send notices in these additional cases**”.

Enter the case number(s) of the case(s) regarding which you wish to receive notification.

Stipulate the format of the ECF notices by selecting your choice from the bottom of the screen.

If you wish to enter completely new information about your account, use the **[Clear]** button to clear the fields on this screen.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

E-mail information for rag

Primary e-mail address TestLawyer@lawyer.net

Send the notices specified below

☒ to my primary e-mail address

☒ to these additional addresses JLawyer@home.net

☒ Send notices in cases in which I am involved

☐ Send notices in these additional cases

☒ Send a notice for each filing

☐ Send a Daily Summary Report

Format notices ☒ html format for Netscape or ISP e-mail service

☐ text format for cc:Mail, GroupWise, other e-mail service

Return to Account screen Clear

After updating your account information, click on the **[Return to Account screen]** button to return to your **Maintain User Account** screen.

To edit or view login information about your account, select the button labeled **[More User Information]**, from the **Maintain User Account** screen. ECF opens the screen.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

More User Information for Test Lawyer

Login Last login 06-11-2003 10:26

Password Current login 06-11-2003 10:26

Prid 202 Create date 10/17/2002

Registered Y Update date 10/17/2002

Groups Attorney

This screen displays user login information and provides the means to change your ECF password. **Login names must not be changed by Filing Users. Though Filing Users have the ability to change their login name at this screen, it is imperative that they not make any change to the login name issued by the court.**

Notice that ECF displays a string of asterisks in the **Password** field. To change your ECF password, place your cursor in the **Password** field and delete the asterisks. Type in your new password. ECF displays the actual characters of your new password as you type.

ECF Civil • Criminal • Query • Reports • Utilities • Logout ?

More User Information for Test Lawyer

Login Last login 06-11-2003 10:26

Password Current login 06-11-2003 10:26

Prid 202 Create date 10/17/2002

Registered Y Update date 10/17/2002

Groups Attorney

When you have completed your interface with ECF from this screen, click on the **[Return to Account screen]** button to reopen the **Maintain User Account** screen.

When you are satisfied that all of your account information is accurate and up-to-date, click on the **[Submit]** button at the bottom of the **Maintain User Account** screen to submit your changes to ECF. At the subsequent screen press the **[Submit]** button a second time. ECF will then notify you onscreen that your updates were accepted. If you changed passwords, you may begin using the new password during your next ECF session.

View Your Transaction Log

From the **Utilities** screen, click on the **[View your Transaction Log]** button. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range for your report and click on the **[Submit]** button. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria. Below is a sample transaction log report.

Transaction Log			
Report Period: 05/21/2003 - 06/02/2003			
Id	Date	Case Number	Text
133514	05/22/2003 15:07:29	1-03-cv-333	Amended MOTION for Summary Judgment <I>on all counts of the complaint</I> by JOHN Q PUBLIC INSURANCE COMPANY.Responses due by 6/12/2003. (Lawyer, Test)
133649	05/30/2003 13:11:42	1-03-cv-33	MOTION for Preliminary Injunction by JESSE JAMES.Responses due by 6/20/2003. (Attachments: # (1))(Lawyer, Test)
Total Number of Transactions: 2			

Use this feature of ECF to review your transactions and to verify that:

- all of the transactions you entered are reflected in the Transaction Log; and
- no unauthorized individuals have entered transactions into ECF using your login name and password.

Change Client Code

For PACER users only, this feature allows entry of a new client code, used for reporting charges made to the current PACER account.

Change Your PACER Login

For PACER users only, this feature displays the login screen to allow entry of a different PACER account. The new account can be designated as the default PACER login by checking the box next to "Make this my default PACER login".

Review Billing History

For PACER users only, displays the number of CM/ECF pages accessed and charges incurred for the current PACER account being used. If you enter client codes when you access CM/ECF, the charges are totaled for each code.

Show PACER Account

For PACER users only, displays the current PACER login and client code being used.

Remove Default

Allows attorneys to remove the default association between their current PACER login and their ECF filer login.

Miscellaneous

ECF provides three **Miscellaneous** functions within the Utilities feature of the system.

- Legal Research
- Mailings
- Verify a Document

When you click on the **Legal Research** hyperlink from the **Miscellaneous** screen, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, Westlaw and Lexis Nexis via the Internet.

When you click on the **Verify a Document** hyperlink, ECF opens a query screen. Enter data in the screen fields to locate a particular document attached to a specific case number.

Clicking on the **Mailings** hyperlink from the **Miscellaneous** screen provides access to mailing information for cases (i.e. who is registered for electronic notification and who is not).

Logout

After you have completed all of your transactions for a particular session in ECF, you should exit from the system.



Click on the **Logout** hyperlink from the ECF **Blue** menu bar. ECF will log you out of the system and return you to the ECF login screen.

Form A

UNITED STATES DISTRICT COURT DISTRICT OF MAINE

CERTIFICATE OF SERVICE

I hereby certify that on _____, I electronically filed _____ with the Clerk of Court using the CM/ECF system which will send notification of such filing(s) to the following: _____, and I hereby certify that on _____, I have mailed by United States Postal Service, the document(s) to the following non-registered participants: _____.

/s/Name of Attorney
Law Firm Name & Address
Law Firm Phone Number
Attorney's E-mail Address